

Position Description

Position title	Team Coordinator, Emergency Department Mental Health
Department / Division	Mental Health/Medicine
Classification	<i>Victorian Public Mental Health Service Enterprise Agreement 2025-2028</i> Occupational Therapist Grade 5 Year 1 – Year 4 (AJ11 – AJ14) Social Worker Grade 5 Year 1 – Year 4 (AJ57 – AJ60) Speech Pathologist Grade 5 Year 1 – Year 4 (AJ20 – AJ23) <i>Medical Scientists, Pharmacists and Psychologists Victorian Public Sector Enterprise Agreement 2021-2025</i> Psychologist Grade 4 Year 1 – Year 5 (PM1 – PM5)
Position reports to	Operational: Operations Manager, Mental Health Professional: Discipline Senior
No. of direct & indirect reports	10
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is "A world where all kids thrive". RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts. RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

RCH Mental Health is a Level 5 tertiary Infant, Child and Family Area Mental Health and Wellbeing Service and comprises community and hospital-based services. This includes three multidisciplinary community teams which are based in Travancore, St Albans and Tarneit, and a variety of Mental Health teams operating from the hospital. The Emergency Department Mental Health Team is based in the RCH Emergency Department and may consist of clinicians from a range of backgrounds such as speech pathology, nursing, social work, occupational therapy and psychology.

ROLE PURPOSE

This position will develop and strengthen the coordination and support of the Emergency Department Mental Health team and have operational management of the Emergency Department Mental Health Clinicians and the Rapid Response Clinic. This includes building and maintaining a sustainable staffing model. The role will establish, implement and evaluate clinical pathways for consumers presenting to the Emergency Department with serious mental health concerns that include the Banksia Ward (Adolescent Inpatient Unit) and community mental health providers. The position will also have a key role in supporting the interface with the clinical and operational leadership of the Banksia Ward and with the leadership of the Emergency Departments by ensuring handover of clinical and operational issues. The role will also include the direct delivery of mental health care in the Emergency Department to children and young people.

KEY ACCOUNTABILITIES

Provision of Care

- Provide high quality mental health assessments and interventions for children and young people in the Emergency Department
- Provide high-level specialised leadership across program/ clinical/ research or workforce allocation
- Create and foster an environment of continuous improvement
- Lead team member participation to ensure ongoing excellence in service delivery and teamwork
- Lead ongoing development, review and maintenance of administrative processes, communication mechanisms and service delivery consistent with the principles of continuous improvement
- Contribute to the clinical education agenda within area of clinical expertise
- Deliver education and training at networks, forums, hospital or statewide level
- Plan for and effectively manage, contingencies that may affect the performance of healthcare activities
- Empower staff to identify, analyse, report and manage risks, and support staff who raise concerns about risk or patient safety
- Ensure timely provision of discipline services through appropriate prioritisation of stream and departmental caseload, patient needs, and organisational priorities
- Lead high-performing clinical teams, and provide expert, authoritative judgement and advice on clinical issues
- Act to ensure formal processes exist for evaluating whether treatment and care is evidence-based and meeting the needs of patient and families as well as the healthcare system
- Delegate healthcare activity according to staff competency and scope of practice to ensure appropriate workload management and prioritisation across the department ensuring others can self-manage and regulate their workload

Lifelong Learning

- Participate in professional development activities to ensure that best clinical practice is maintained
- Meet CPD requirements of relevant professional body

- Promote a culture in which clinical supervision is treated as part of core professional practice
- Develop and foster a lifelong learning culture across the department, and support others to develop and accomplish their professional goals and objectives

Collaborative practice

- Lead collaboration across multidisciplinary teams and programs
- Establish effective collaboration with the Emergency Department leadership team and Banksia ward leadership team to facilitate access for consumers admitted to the ward, and with specialist mental health providers in the community including Parkville Youth Mental Health and Wellbeing Service
- Work with initiative and autonomy while leading others in the pursuit of team goals
- Lead people and programs at operational level, within accountability for financial and people management functions
- Lead and motivate staff to strive for and achieve interprofessional team goals and shared responsibility for the provision of care

Communication

- Apply excellent verbal communication and interpersonal skills with the ability to interact with and influence a variety of stakeholders, achieving mutual understanding and agreed outcomes
- Anticipate and identify conflict, and constructively address issues through respectful and influential communication
- Facilitate open and effective communication across all levels of the Mental Health Department and more broadly across the organisation
- Ensure systems are in place for coordinating and performing appropriate clinical handover, and arrange follow-up to ensure patient care is maintained

Continuous Improvement

- Identify areas for continuous improvement within clinical service area, and initiate, plan and evaluate relevant service improvement activities
- Ensure that service initiatives and research evidence are integrated into professional clinical practices, departmental work unit guidelines and service protocols as appropriate
- Develop, review and contribute to policies, protocols and guidelines within clinical area
- Build support for change at a local level, using influence to positively support team to embrace and adjust to change
- Apply change management principles and strategies when implementing service improvements and project outcomes
- Empower the team to identify, analyse, report and manage risks
- Manage local risks and escalate appropriately to line manager and relevant stakeholders
- Generate healthcare strategies and innovations at a team and clinical level that improve delivery of healthcare

Supervision, Leadership and People Management

- Participate in clinical supervision
- Operate with a high degree of autonomy
- Hold responsibilities for people management and administration
- Provide expert, evidence based clinical mentoring, education, training, consultation and supervision to staff and students
- Promote and develop a dynamic, flexible, resilient and skilled multidisciplinary workforce through effective staff management, professional development opportunities and the coordination of the recruitment of new staff
- Engage staff and provide guidance and performance feedback to the team
- Develop and implement operational service plans and ensure staff participation in the planning process
- Support and implement change initiatives as directed
- Ensure timely and relevant reporting to internal stakeholders and external regulatory bodies

- Contribute to strategic planning of the Department, aligned with organisational values and strategic plan
- Provide technical leadership in area of expertise
- Report on key performance indicators
- Apply emotional intelligence and self-awareness, particularly in stressful situations, to manage the impact of own assumptions, values, attitudes and behaviours on others

Organisation and Planning

- Apply excellent organisational and planning skills with ability to prioritise workload and competing demands
- Contribute to the strategic planning of the Mental Health Department, aligned with organisational values and strategic plan
- Reporting of key performance indicators in Mental Health Department meetings as required
- Plan operating budgets and resource requirements
- Monitor budget performance within area of responsibility

Research

- Develop, implement and evaluate clinical pathways for children and young people presenting to the Emergency Department with serious mental health concerns
- Operationalise research in clinical area
- Translate evidence into practice for service, department or area of clinical specialty
- Embed and share information on current best practice for area of clinical specialty or service
- Appropriately share research through a variety of methods including conference abstracts or journal publications
- Promote internal and external research collaborations for area of clinical expertise
- Align local research plan with the research strategy of the organisation and strategic focus of the discipline/work area
- May act as a research leader including leading research protocol development, authoring publications or data analysis
- Establish or support research partnerships within area of clinical expertise

QUALIFICATIONS AND EXPERIENCE

Essential:

- Tertiary Qualification or equivalent in relevant discipline
- Current Registration as an Occupational Therapist or Psychologist with the applicable Health Practitioner Board or a qualified Social Worker or Speech Pathologist
- Tertiary qualifications in a related field and/or relevant industry experience
- Post graduate qualification (completed or working towards)
- Proven ability to lead a team and ability to work well as a senior team member

For Social Work applicants:

- Hold a degree in Social Work from an accredited course/university
- Minimum 7 years' relevant postgraduate clinical mental health experience
- Be eligible for membership of AASW
- Meet AASW accreditation standards for Continuing Professional Education
- Uphold the AASW Code of Ethics

For Occupational Therapy applicants:

- Hold an OT degree qualification or equivalent from an accredited course/university
- Minimum 7 years' relevant postgraduate clinical mental health experience

- Be registered with AHPRA and as such have satisfied the requirements of continuing professional development and recency of practice
- Uphold the Code of Ethics, OT Australia

For Psychology applicants:

- Have completed an accredited Master or Doctoral program in a relevant area of practice recognised by the Psychology Board of Australia. (Note Master of Professional Psychology qualification does not meet this criterion)
- Hold general registration with the Psychology Board of Australia
- Have a minimum of 8 years post-qualification experience as a psychologist
- Hold an Area of Practice Endorsement with the Board in a relevant area of practice for this role
- Hold Board-approved supervisor status, including Board-approval as a 'Registrar Program Principal Supervisor'
- Have experience in clinical practice in the area of paediatric psychology
- Have experience in functioning independently as a psychologist and provision of a range of psychology services
- Demonstrated ability to supervise clinical staff and post-graduates
- Continuously satisfy the Psychology Board of Australia continuing professional development standards
- Uphold the Psychology Board of Australia's Code of Conduct

For Speech Pathology applicants:

- Hold a degree in Speech Pathology from an accredited university
- Minimum 7 years' relevant postgraduate clinical mental health experience
- Be eligible for Certified Practising Membership with Speech Pathology Australia. Eligibility for Certified Practising Membership must be maintained for the duration of employment in this role
- Uphold the SPA Code of Ethics

Desirable:

- Experience in leading others, mentoring and training
- Publication experience in peer reviewed journals and at relevant conferences
- Completion of the Developmental Psychiatry Course (DPC)

KEY SELECTION CRITERIA

- Experienced and skilled clinician with consolidated clinical assessment, formulation, and clinical reasoning abilities
- Proven success in leadership, change management and quality improvement
- Ability and initiative to support and assist the Operations Manager in delegated managerial tasks as requested
- Demonstrated ability to lead clinical and operational teams, promoting excellence in service delivery, continuous improvement and research
- Exceptional professional, interpersonal and self-reflection skills to enable effective work with people of different personalities and backgrounds
- Demonstrated experience in workload and team management, and the ability to prioritise needs and service delivery across a team as well as the broader department and organisation
- Ability to work flexibly in a fast-paced clinical environment, managing competing demands according to departmental and organisational requirements

- Capacity for effective negotiation, conflict resolution and wide consultation at all levels, to maintain and foster key interpersonal relationships.
- Highly developed communication, supervision and education skills of a level suitable for supervision of students, Grade
- Advanced skills in stakeholder engagement, including influencing multidisciplinary teams to achieve shared goals
- The ability to engage children of different ages and abilities, and to advocate for patients and their families
- Excellent computer literacy skills

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs

- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

JUNE 2026